



POSITION DESCRIPTION

CLASSIFICATION TITLE Coordinator **WORK AREA** Community Services/Administration

CLASS CODE 3310/Nonexempt **EFFECTIVE DATE:** October 9, 2001

FUNCTION This is independent work assisting the Department Director in the planning, development and coordination of administrative tasks and/or assignments that are complex in nature and very broad in objective with integration of diverse functions.

EDUCATION AND EXPERIENCE

A bachelor's degree from an accredited college or university and three years of administrative experience. A master's degree from an accredited college or university can substitute for one year of the required experience.

SPECIAL REQUIREMENTS Considerable knowledge of public health, community corrections, social services and administrative principles and practices. Knowledge of office procedures and practices, data collection, principles and techniques of effective communication, Business English, spelling, punctuation and arithmetic, and personal computers and appropriate software used in our office environment.

Ability to analyze division operations and make recommendations for efficient and economical operating methods in the form of clear and comprehensive reports. Ability to present ideas clearly and concisely both orally and in writing. Ability to identify and analyze statistical and financial trends within the department and its divisions. Ability to work independently. Ability to utilize problem-solving techniques. Ability to develop, present, and monitor budgets within the governmental environment. Ability to establish and maintain effective working relationships with other county staff, and the general public. Ability to plan, coordinate and organize assigned work projects in an efficient manner. Ability to use a personal computer and associated software to accomplish assigned tasks. Ability to maintain confidential information.

ESSENTIAL FUNCTIONS

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Reviews the work of various divisions, coordinate their activities and advise them on matters of policy and administration. Assists in formulating and recommending programs and policies of a Department, and interprets and administers policies as directed. Represents the Director in matters as authorized.

Act as a work leader for other support staff as required.

Route telephone calls, answers routine inquiries, and responds to complaints from the general public by providing assistance in resolving problems encountered by the public.

Performs fiscal, personnel, payroll, property control, purchasing, statistical, reporting, and other major office functions. Performs special assignments, research, and computer generated report preparation.

Supervises the flow of communications for the assigned office. Composes and types correspondence, takes and transcribes dictation of correspondence, reports and other materials as necessary.

Maintain official records and files. Coordinates and/or schedules meetings, conferences, and appointments for the Director, and assures timely action on appropriate documents. Performs other duties as assigned or as may be necessary.

WORKING CONDITIONS The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment.